
Step-by-Step Instructions: Create a Calendar Reminder

1. To create a **Calendar Reminder** start from your **Dashboard**.
 2. Select the **Network** link. The **Network** page appears, allowing you to see all of the contacts you have in your **Network**.
 3. Next, navigate to the contact you'd like to set a reminder for. Choose the folder where the contact is located to find the contacts name.
 4. Select the name of the contact. Once selected, the **Contact's** profile page will appear.
 5. Look to the top right corner of the page and select the **More** link.
 6. Next, select the **Set calendar reminder** link.
 7. If you have activated the **Outlook** or **Lotus Notes** plug-in, a **Calendar Reminder File** will appear.
 8. Click the **Open** button to view your calendar reminder in either **Outlook** or **Lotus Notes**. The **Outlook** or **Lotus Notes Follow-up Appointment** window opens in your calendar.
 9. Included in the **Follow-up** appointment file you are given a link to the contact's profile information so you can easily review it.
 10. Lastly, **Save and Close** this file to set your **Calendar Reminder**.
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